



## CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

Kasim Reed  
Mayor

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

January 22, 2015

Dear Proponents:

**Re: FC-7976, Food And Beverage Concessions On Concourse C  
Midpoint at Hartsfield-Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Leslie H. Page, Contracting Officer at (404) 330-6107, or via e-mail at [lp@atlantaga.gov](mailto:lp@atlantaga.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "Adam L. Smith".

Adam L. Smith

ALS:lh

**Addendum No. 1**

**Re: FC-7976, Food And Beverage Concessions On Concourse C Midpoint  
at Hartsfield-Jackson Atlanta International Airport**

January 22, 2015

Page 2

This Addendum No. 1 modifies and forms a part of the Request for Proposals for Project Number FC-7976 ("RFP").

**Delete page 3, Attention Interested Proponent Letter and replace with  
attached page 3, Attention Interested Proponent Letter.**

**Delete Exhibit A.1, Financial Offer Form, and, replace with attached  
Exhibit A.1, Financial Offer Form**

\*\*\*\*\*

Proposals are due **Thursday, March 5, 2015**, should be time stamped in no later than 2:00 p.m., and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S.W.  
Suite 1900  
Atlanta, Georgia 30303

**\*\* All other information remains unchanged \*\***

**Addendum No. 1**

**Re: FC-7976, Food And Beverage Concessions On Concourse C Midpoint  
at Hartsfield-Jackson Atlanta International Airport**

January 22, 2015

Page 3

**Acknowledgment of Addendum No. 1**

Proponents must sign below and return this form with proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 1 for **FC-7976, Food And Beverage Concessions On Concourse C Midpoint** at Hartsfield-Jackson Atlanta International Airport on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Legal Company Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**END OF ADDENDUM**



Kasim Reed  
Mayor

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Department of Procurement  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

January 20, 2015

### ATTENTION INTERESTED PROPONENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Proposal for **Project Number: FC-7976, Food And Beverage Concessions On Concourse C Midpoint at Hartsfield-Jackson Atlanta International Airport**. This solicitation will require The Successful Proponent will be required to design, finish, furnish, maintain and operate five (5) Concessions locations and one (1) food court (individually and collectively referred to herein as the "Premises") C-F41"; "C-F42"; "C-F43"; "C-F44"; "C-F45"; C-F46 on Concourse C at the Hartsfield Jackson Atlanta International Airport on a non-exclusive basis. The total square footage for this RFP is approximately 8,112 square feet for the Department of Aviation at Hartsfield-Jackson Atlanta International Airport.

A **Pre-Proposal Conference** will be held on **Thursday, February 5, 2015, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged. An optional site tour will immediately follow the conference.

The last date to submit questions will be **Monday, February 9, 2015, no later than 5:00 P.M.** Questions may be sent to **Mr. Leslie Page, Contracting Officer**, via email at [lpge@atlantaga.gov](mailto:lpge@atlantaga.gov), or facsimile at 404-658-7705. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposal ("**Proposal**") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Thursday, March 5, 2015**. Any Proposal received after this time will not be considered and will be rejected and returned.

3.8. **OCC Programs.** This criterion is based upon the responsiveness of a Proponent's Airport Concessions Disadvantaged Business Enterprise Program ("ACDBE"), the requirement of which is described in **Appendix A** to the Agreement. This criterion is not scored on a sliding scale. Responsive Proponents will receive a score of 15 points. Proponents who fail to evidence a compliant ACDBE program shall be deemed non-responsive.

3.9. **Financial Offer:** Each Proponent must submit a Financial Offer using the form provided by the City at **Part 5; Exhibit A.1**. The Financial Offer shall serve as the baseline for final Minimum Annual Guarantee and Percentage Rent. Submit one (1) stamped "**Original**" and nine (9) copies in a separate sealed envelope.

3.9.1. The Proponent will offer a minimum rent to be paid to the City for the first year of the proposed Concessions Agreement (hereinafter "Minimum Annual Guarantee" or MAG) of at least \$620,000 (Six Hundred Twenty Thousand U.S. Dollars and Zero Cents). If a Proponent submits a lower First Year MAG than the First Year MAG established above, the Proponent's proposal shall be deemed non Responsive. In each subsequent year during the Term of this Agreement the MAG for the applicable year will be adjusted to equal the higher of (1) the previous year's MAG; or (2) 85% of the total rent owed by Concessionaire during the previous year.

3.9.2. Listed in the schedule below are categories of items that can be sold by the successful Proponent in the Premises (hereinafter "Category" or collectively, "Categories"). The Proponent must propose the forecasted revenue for each category. The percentage of Gross Receipts listed by Category in the schedule below is the Percentage Rent for each Category of products sold:

Category	Percentage of Gross Receipts	Forecasted 1 <sup>st</sup> year Revenue
Food and Beverage	15%	
Alcohol	18%	

#### 4. Submission of Proposals:

4.1. A proposal must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: **FC-7976: Food and Beverage Concessions On Concourse C Midpoint**, and the name and address of the Proponent. All proposals must be submitted to: